SENIOR HUMAN RESOURCES ANALYST

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FLSA STATUS:
Exempt

CLASS SUMMARY:

The Senior Human Resources Analyst is the fourth level in a five level Human Resources series. Incumbents are responsible for serving as a lead worker and for performing complex activities related to Personnel functions involving policy development and interpretation, the negotiation of settlements, managing and resolving more complex or sensitive problems, making presentations and otherwise representing the department as an expert.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing complex analytical activities related to benefits, class & compensation, employee relations, organizational development & training, recruitment & examination or risk management.

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst by its responsibility for making work assignments, overseeing the work of other Personnel staff, training, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Human Resources Analyst is distinguished from the Supervising Human Resources Analyst, which has first-line supervisory responsibilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		**FRE-QUENCY**
1.	Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Daily 10%
2.	Conducts advanced, complex professional level activities related to area of assignment, which may include: administering and coordinating programmatic activities in assigned area of responsibility; analyzing complex program information and data and making recommendations based on findings; serving as an expert technical advisor in assigned area of responsibility; developing and implementing assigned programmatic policies, procedures, and strategies; analyzing and developing of workforce plans; assessing training and/or organizational needs; and/or, performing other related activities.	Daily 30%
3.	Reviews personnel documents for technical completeness and accuracy; enters data from documents into applicable spreadsheets, databases, or other data collection mechanisms; identifies and corrects errors to meet established policies and procedures; advises and consults with other departments on status and accuracy of information contained on forms.	Daily 10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4. Serves as a liaison between Personnel and other departments; provides expert level information and advice on human resources issues, ensuring compliance with applicable policies and procedures; investigates, mediates, and resolves employee complaints and allegations.	Daily 10%
5. Analyzes highly complex and confidential issues, draws logical conclusions, and takes appropriate action by applying appropriate policies, procedures, and resources.	Daily 10%
6. Participates in a variety of meetings, task forces, committees, training session, and/or other related groups in order to receive and convey information.	Daily 5%
7. Researches, compiles, and analyzes complex data in assigned area of responsibility, makes recommendations, and prepares detailed and comprehensive reports based on findings related to City, departmental, and/or programs operations and activities.	Weekly 10%
8. Assists in developing and implementing departmental goals and objectives; implements and maintains assigned program area procedures; evaluates effectiveness of programs, including researching, analyzing, and recommending policy or program changes.	Weekly 5%
10. Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Risk Management may be responsible for:
- Investigating, analyzing, and managing personal injury and property loss claims against the City; making recommendations for resolution; negotiating settlements within assigned authority;
- Inspecting accident scenes, injuries, and property damage; interviewing witnesses; collecting and preserving evidence; preparing investigative reports;
- Seeking recovery of damages from responsible third parties who damage City property or cause injury to employees;
- Representing the City in mediation and Small Claims Court.

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Positions assigned to recruitment & examination, classification & compensation, benefits, and investigations may be responsible for:

- Designing and implementing recruitment programs to obtain qualified candidates, including the preparation of job announcements, advertisements, and other recruitment materials;

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- Conducting analyses of exam results;
- Planning and coordinating recruitment and examination activities ensuring fair employment practices;
- Analyzing staffing needs, employee market trends, and applicant sources;
- Evaluating applicants and related materials;
- Developing, evaluating, and validating selection instruments;
- Preparing and facilitating new employee orientation and training informational workshops;
- Developing, reviewing, and modifying classification and pay plans, including conducting related studies and analyzing data and making recommendations based on findings;
- Investigating employee complaints and allegations; preparing reports and making recommendations based on findings;
- Coordinating and overseeing investigations by third parties;
- Coordinating employee medical and health screening and the employee assistance program;
- Maintaining eligibility listings for the City's employee health, wellness, and benefits programs;
- Processing enrollment changes for the City's employee health, wellness and benefits programs;
- Assisting in the preparation of communication materials for the City's employee health, wellness, and benefits programs;
- Assist in the administration of the City's employee health, wellness, and benefits programs

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Positions assigned to Employee Relations may be responsible for:

- Supervising and participating in the work involved in investigating, interpreting, analyzing and preparing recommendations in relation to fact-finding proceedings, grievances, mediation, arbitration, and negotiations;
- Analyzing , interpreting and explaining provisions of all labor agreements and City policies and procedures regarding employee relations;
- Participating in the negotiating process by assisting and providing information to Chief spokesperson;
- Acting as Chief Spokesperson for the City in the negotiation process with employee organizations.

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and four years of directly related experience;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class C;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

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Knowledge (position requirements at entry):
Knowledge of:
- Principles, policies, practices and operations in assigned area of responsibility;
- Human resources principles and practices;
- Applicable Federal, State and Local lawas, codes, ordinances, policies, procedures, rules and regulations;
- Proper grammar, punctuation and spelling;
- Mathematical concepts:
- Research methods;
- Customer service policies, priciples and practices;
- Statistical analysis, theories and concepts;
- Conflict resolution and mediation principles;
- Needs assessment;
- Computers and applicable software and database systems;
- Analytical methods and techniques involved in administrative and managment practices and procedures;
- Data collection and analysis techniques.

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Skills (position requirements at entry):
Skill in:
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Using a computer and related software applications;
- Developing, implementing, and administering assigned personnel policies, procedures, and techniques;
- Evaluating human resources procedures and techniques;
- Preparing clear, concise, and comprehensive records, reports, and other written documents;
- Making clear and persuasive oral presentations;
- Providing customer service;
- Compiling complex and varied information and data;
- Managing multiple priorities simultaneously;
- Interpreting personnel policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Responding to changing situations and needs;
- Handling and maintaining sensitive and confidential information;
- Collecting and analyzing data;
- Administering human resource programs;
- Resolving conflict;
- Planning projects;
- Interpreting, applying, and communicating applicable laws, rules, and regulations;
- Performing mathematical and statistical calculations;
- Communication and interpersonal skills with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:
Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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Note:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007

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